# HQ USMC - COMMAND, CONTROL, COMMUNICATIONS AND COMPUTERS DEPARTMENT
## ROUTING SHEET

| 1-2. OPERATION CODE | |
|---|---|
| X – ORIGINATOR OF OFFICE AFFIXING ROUTING SHEET | G – INFORMATION |
| A – APPROPRIATE ACTION | H – RETURN TO: |
| B – GUIDANCE | I – INITIAL |
| C – SIGNATURE | J – DISPOSITION |
| D – COMMENT | K – DECISION |
| E – RECOMMENDATION | L – RETENTION |
| F – CONCURRENCE | X – ORIGINATOR |
| | O - (OTHER)    Other (define) |

**DATE** 8/18/2010

**3. SUBJECT:**

Amendment of the ITM COI Charter

| NATURE OF ACTION REQUIRED | ORIGINATOR INITIALS | DUE DATE (IF ANY) |
|---|---|---|
| ROUTINE | PLG | |
| URGENT | | |

**10. REFERENCE HELD BY (NAME, GRADE, OFFICE, PHONE)**
Pete Gillis, ITM COI Manager, 703-614-9664

**10a. REFERENCE FILENAMES (IF APPLICABLE)**

### ROUTING – USE NUMBERS TO SHOW ORDER OF ROUTING

| 4. RTG | 5. OPR CODE | 6. ADDRESSES | | 7. DATE IN | 7. DATE OUT | 8. INITIALS CONCUR | 8. INITIALS NON CONCUR |
|---|---|---|---|---|---|---|---|
| | | COMMANDANT | CMC | | | | |
| | | MILITARY SECY | MILSEC | | | | |
| | | ASST COMMANDANT | | | | | |
| | | MILITARY ASST | | | | | |
| | | DIR MARCORSTAFF | | | | | |
| | | SEC GEN STAFF | | | | | |
| | | SEC GEN STAFF | SGS | | | | |
| | | DIR SPL PROJ | SPD | | | | |
| | | DC, M&RA | M&RA | | | | |
| | | DC, I&L | L | | | | |
| | | DC, PP&O | P | | | | |
| | | DC, AVN | A | | | | |
| | | DC, P&R | R | | | | |
| | | DIR I | I | | | | |
| | | DIR PA | PA | | | | |
| | | DIR AR | AR | | | | |
| | | MC CIV HR OFFICE | HRH | | | | |
| | | IGMC | IG | | | | |
| | | COUNSEL FOR CMC | CL | | | | |
| | | CO HQBN | HQBN | | | | |
| **DIRECTOR, COMMAND, CONTROL, COMMUNICATIONS, AND COMPUTERS** | | | | | | | |
| | | **EXECUTIVE** | | | | | |
| | | DIRECTOR C4 | C4 | | | | |
| 3 | C | DEP DIRECTOR C4 | DC4 | 8/26 | 8/27 | DC | |
| | | CHIEF TECH ADVISOR | SL | | | | |
| 2 | | EXECUTIVE ASSISTANT | EA | 8/23 | 8/22 | PMZ | |
| | | INFO MGMT OFF | IMO | | | | |
| | | ADMIN MGR | AM | | | | |
| | | PERS CHIEF | PC | | | | |
| | | GRAPHICS SPT | GS | | | | |
| | | **CS DIVISION** | | | | | |
| | | CS – STRATEGIC PLNG | CS | | | | |
| | | CS OPERATIONS | CSOP | | | | |
| | | STRATEGY & PLANS | CSSP | | | | |
| | | MAGTF C4 CAPABILITY | CSMC | | | | |
| | | INFO SUPERIORITY | CSIS | | | | |
| | | JOINT MATTERS | CSJM | | | | |
| | | **CP DIVISION** | | | | | |
| | | CP - PLANS & POLICY | CP | | | | |
| | | CP – DEPUTY | DCP | | | | |
| | | IT GOV POL & ARCH | IT GPA | | | | |
| | | NETWORKS | CPN | | | | |
| | | **CR DIVISION** | | | | | |
| | | CR - RESOURCES POL | CR | | | | |
| 1 | X | OCC FIELD MGMT | CRP | 8/18/10 | | | |
| | | POM & BUDGET | CRB | | | | |
| | | **IA DIVISION** | | | | | |
| | | IA - INFO ASSURANCE | IA | | | | |
| | | ENTERP IA PGMS & POL | IAE | | | | |
| | | IDENTITY MGMT | IAD | | | | |
| | | SYS SEC ENGINEERING | IAS | | | | |
| | | **MCNOSC** | | | | | |
| | | MCNOSC | MCNOSC | | | | |
| | | **IMA DET** | | | | | |
| | | C4 IMA DET | IMA | | | | |

**11. REMARKS**

**1. Background/Purpose**: At the 2009 Community Workforce Leader (CWL) Summit, attendees agreed the COI Charter should be reviewed annually.

**2. Discussion**: Work at the 2010 Summit, including the establishment of a COI Steering Committee (CSC), resulted in a number of changes to the charter. A proposed revised charter was posted to the Steering Committee Sharepoint site as a wiki for 30 days to allow edits by CSC members.

**3. Recommendation/Action:** Approve the charter as amended.

R/S
Pete Gillis
ITM COI Manager

*Changes Completed.*
*Col Zid*

*Mr. Craft.*
*Request signature.*
*R Col Zid*

VERSION 2-06 DTD, 21 AUG 0

IN REPLY REFER TO:
12400
C4/COI
23 Aug 10

## Second Amended
## U.S. Marine Corps Civilian Marine
## Information Technology Management
## Community of Interest Charter

### Mission

To create a working environment to attract, retain, and empower the best and brightest talent to support and develop a sustainable Information Technology Management (ITM) Civilian Marine workforce.

### Vision

To achieve a consistent, motivated, and highly skilled ITM Civilian Marine workforce recognized as integral to the accomplishment of the USMC mission.

### Background

In 2001 the Civilian Career & Leadership Development (CCLD) Branch, Manpower Plans and Policy Division, Manpower and Reserve Affairs (M&RA) Department, Headquarters Marine Corps launched the Civilian Marine Community of Interest (COI) Program. The ITM Community was one of 21 functional COIs identified across the Marine Corps. Senior Executive Service members were appointed to serve as the designated leader and spokesperson for each COI. The Deputy Director, Command, Control, Communications, and Computers (C4) was designated to serve as the ITM COI Community Leader. Additionally, each COI has a Community Manager appointed by the COI Leader to serve as the lead practitioner, dedicated to the management of the COI program. The ITM COI was originally chartered on 1 Apr 2003.

### Composition and Alignment

The list of Occupational Codes assigned to the community is determined by the Deputy Commandant, M&RA (MPC-30). This list of codes may change as the ITM COI realigns to meet emergent technological demands, fully implement human capital strategies, and maintain consistency within the Department of the Navy. The following occupational codes form the ITM COI:

- 0332   Computer Operator
- 0335   Computer Technician
- 0390   Telecommunications Equipment Operator
- 0391   Telecommunications Specialist
- 0392   Telecommunications Technician
- 0394   Communications Technician
- 0854   Computer Engineer
- 1410   Librarian

- 1411 Library Technician
- 1412 Technical Information Specialist
- 1550 Computer Scientist
- 2210 Information Technology Specialist (11 parenthetical titles)

## Community Leadership Roles and Responsibilities

The Community is led by the Community Leader and supported by the Community Manager, the Community Steering Committee (CSC), and local Community Workforce Leaders (CWLs).

The Community Leader provides the vision, serves as the recognized leader, and acts as spokesperson for the community while providing a conduit for community issues throughout the Department of the Navy and the Marine Corps. In addition, the Community Leader shall:

- Develop community objectives, strategic goals, and implementation strategies;
- Represent the community for larger Marine Corps COI issues;
- Provide senior level oversight and strategic guidance to the community;
- Review and approve ITM Career Path information for the community;
- Collect, maintain, and share best practices for recruitment and retention;
- Establish and maintain communications across the ITM COI and with other COIs; and,
- Assess and report on community demographics and health.

The Community Manager is appointed by the Community Leader and assists in the execution of his/her responsibilities. The Community Manager shall:

- Chair the ITM COI Steering Committee;
- Execute Community Leader guidance;
- Act as a thought leader to drive community development;
- Facilitate the development and publication of ITM COI policy. Resolve conflicts and inconsistencies during all phases of the policy lifecycle;
- Advocate for community resources;
- Assist Community Workforce Leaders as they support their constituencies;
- Represent the community at Department of the Navy (DON) and Department of Defense (DoD) working groups and conferences;
- Review, assess, and update ITM COI competencies, skill levels, related requirements, and career development opportunities. Modify the ITM COI Professional Development Continuum as required.
- Provide training and professional development information to the community;
- Take actions necessary to achieve widest possible community awareness;
- Track population and health of the ITM COI;
- Ensure evolution of the COI in consonance with changes in USMC mission and civilian workforce needs; and,
- Coordinate, facilitate, and lead community discussions and meetings.

## Community Steering Committee

The Community shall be supported by a Steering Committee. Committee activities, including membership determination, shall be delineated in a Community Standing Operating Procedures (SOP).

## Community Workforce Leaders (CWLs)

Community representation, through CWLs, gives each Civilian Marine a voice in shaping their future by facilitating advocacy on issues pertaining to workforce strategic planning, career management, training, and development. They understand the local environment, have local contacts, and can help the Community Leadership understand local challenges. Further, and perhaps most importantly, they facilitate communication, collaboration, and coordination between the Community Leadership and their local constituencies. CWL appointment mechanisms are delineated in the Community SOP. CWL responsibilities include:

- Disseminate information from the leadership to their COI constituent members;
- Communicate regularly with their constituents to better represent their ideas, concerns, and needs to the ITM COI Community Leader and Community Manager;
- Collect, consolidate, and report information to the ITM COI Community Leader or Community Manager;
- Respond to HQMC C4-initiated solicitation of input concerning training requirements identification, execution, and reporting, as required;
- Participate in SME forums or workshops representing occupational, functional, or organizational experience to discuss, analyze, and provide recommendations or courses of action on a wide variety of issues affecting the ITM COI;
- Facilitate formulation of Subject Matter Expert (SME) panels or workshops to discuss, analyze, and form recommendations on ITM COI civilian workforce issues;
- Contribute to development and maintenance of ITM occupational or organizational specific career competencies, career path templates, and other career development program guidance for ITM Civilian Marines;
- Serve as a point of contact for coordination of site visits and Town Hall Meetings by HQMC C4 Leadership, the Community Leader, and Community Manager;
- Represent their constituencies in matters affecting ITM funding, training, and human resources policy at bases, posts, and stations under their purview; and,
- Provide other such support as may be requested from the Community Leader or Community Manager regarding the COI.

## Community Membership

The Community tenets of communication, collaboration, and coordination can only be realized through the participation of the community members. While membership in the Community is automatic by virtue of one's occupational series, participation is critical to the overall health and success of the community. Further, it is incumbent upon members to realize that the Community is only a support mechanism for their continued professional development. To that end, Community Members shall:

- Actively participate in the vision and strategy of the Civilian Workforce Campaign Plan and the Civilian Workforce Value Proposition, "Support our Marines. Be Part of the Team;" and,
- Take responsibility for their own careers; create and follow a career progression plan, seek professional development opportunities, and consider volunteering for deployment;

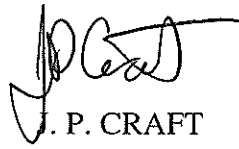Additionally, Community Members should look for opportunities to:

- Engage in continuous learning to refresh, refine, hone, and maintain their leadership skills, technical/general competencies, and certifications;
- Participate in competency assessment surveys and Subject Matter Expert workshops;
- Participate in ITM COI community-building forums, e.g., brown bag sessions or social functions;
- Share ideas, concerns, and questions regarding professional development with their respective ITM CWLs; and,
- Provide input or feedback as requested by ITM COI CWLs, Community Manager, or Community Leader.

## Community Operations

Community processes and procedures will be outlined in the Community Standing Operating Procedures manual. Changes to the SOP shall be approved by the Community Leader upon recommendation from the Steering Committee.

## Amendments

The ITM COI Charter shall be reviewed annually. Any Community member may provide recommendations for amendments or addendums to this Charter.

J. P. CRAFT
Deputy Director,
U.S. Marine Corps
Command, Control,
Communications, and Computers